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20 September 1951

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Requests for Career Development Positions.

REFERENCE: Memorandum dated 7 August 1953, Subject: Requests for Allotment of Career Development Slots, From: Chairman, CIA Career Service Board, To: Chairman, Component Career Service Boards (Attached).

25X1A 1. Referenced memorandum outlines the procedures that were followed in processing requests to the CIA Career Service Board for the allocation of Career Development Positions prior to the publication of Agency Regulation [REDACTED]. In order that such requests might be expeditiously processed, standard procedures for handling them within the Office of Personnel were as follows:

a. Upon receipt in the mail room, the requests were routed to the Executive Secretary of the CIA Career Service Board and logged into the Status Control log of Career Development Positions maintained by him.

b. They were hand carried to the Placement and Utilization Division for preparation of a memorandum by the Chief, PUD, recommending concurrence or non-concurrence by the Assistant Director for Personnel and then returned to the Executive Secretary, CIA Career Service Board.

c. Simultaneously they were hand carried to the Director of Training for his recommendation.

d. Requests were then hand carried to the Assistant Director for Personnel for his recommendation.

e. After appropriate recommendations had been received, the requests were placed on the agenda of the next meeting of the CIA Career Service Board together with a report on the status of the program.

f. Upon approval by the CIA Career Service Board, the Executive Secretary notified the appropriate persons and offices.

g. After the Request for Personnel Action, transferring the individual to the T/O of the Office of Training had been prepared, the Executive Secretary initialed the Form SF-52 to indicate that the allocation of the slot had been approved by the Career Service Board.

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h. In addition, the Executive Secretary served as a point of contact for inquiries concerning position occupancy and utilization, and also served as liaison with the Office of Training for compilation of reports for the CIA Career Service Board.

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2. The Agency has taken another step in the field of career development with publication of [REDACTED], Program for Career Development of Junior Personnel, dated 26 May 1954. Subsequently the Director of Training allocated 30 Junior Officer Training Positions to implement the program.

3. Since the Program for the Career Development of Junior Personnel is applicable to a definite range of personnel in regard to age and grade, and since criteria for participation in the Program are definitive and applied by the Committee for Career Development of Junior Personnel with specific authorities, the utilization of the original Career Development Position Program for personnel who would normally be considered for the more recent Junior Program would weaken the latter. It is suggested that standards be set up for the administration of Career Development Positions and that in so doing, the Career Development Program be considered to consist of senior and junior elements.

4. Administration of the programs (as opposed to administration of the positions which is the responsibility of the Office of Training) is at present divided. The Program for the Career Development of Junior Personnel is administered within the Office of Personnel primarily by the Placement and Utilization Division while the Career Development Position Program was the responsibility of the Executive Secretary of the CIA Career Service Board. It would seem that since the programs are essentially similar in intent, and since it is important that criteria be uniformly applied, the programs should be centrally administered.

5. The Placement and Utilization Division now handles the Junior Program. It is suggested that the Placement and Utilization Division bear administrative responsibility within the Office of Personnel for both.

6. It is, therefore, recommended that appropriate action be taken to centralize Office of Personnel responsibilities for both Career Development Programs in the Placement and Utilization Division. In addition, it is recommended that clear authority be established for administration of the "senior" program. Since the revision of [REDACTED] which previously had vested authority with the CIA Career Service Board, no definite delegation exists in regulations, nor in fact is there any technically sufficient Notice or Regulation authorizing the original Career Development Program together with its 40 slots, other than current T/O authorization. This might well be done through consultation by the Assistant Director for Personnel with the Career Council. After agreement has been reached, revision of appropriate regulations, together with publication of an OPM outlining internal Office

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of Personnel procedures in regard to handling of "senior" requests, should accomplish the desired objectives.

/s/


Chief, Career Service Staff

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CONCUR:

/s/ Harrison G. Reynolds
Assistant Director for Personnel
Chairman

/s/ Matthew Baird
Director of Training
Member

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